

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 573-245-5742-001	Date:
Class: Research Data Specialist I	Name:
<p>Under general direction from the Chief Engineer II (CEII), the incumbent will perform analytical and administrative assignments related to the Department's management of Rector Reservoir and the water system that provides water to the Yountville Veterans Home, the Town of Yountville, and other stakeholders in the Napa Valley. The Research Data Specialist will act as a consultant to managers and staff regarding operations, contracting, and procurement. Incumbent works independently with primary responsibility for major project or activities such as project coordination, State Water Resources Control Board correspondence and other high-level communications within and outside the agency.</p>	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
30%	<p>Has lead responsibility for projects and reports for Rector Reservoir and the associated water system (Reservoir). Perform a variety of project management tasks including: ensuring compliance with Federal and State drinking water laws and regulations; conducting independent research for solution development for the day to day operation of the water treatment plant. Incumbent shall be a subject matter expert for water treatment related projects and operations. Incumbent shall meet goals and expectations, developing and maintaining database systems to monitor and track projects related to the Reservoir. Act as Subject Matter Expert with regard to Reservoir data, including flow and spillway data.</p>
30%	<p>Conduct complex analytical research, complex and technical research and statistical work related to the Reservoir; assure the validity and reliability of all information surveyed. Prepare, coordinate, and conduct presentations and meetings on the Reservoir to a variety of audiences and stakeholders. Develop procedures for information sharing with stakeholder groups, prepares and presents findings, recommendations and strategies to program management and executive leadership. Maintain positive relationships with CalVet staff, Home members, community members, and interested stakeholders. Invite and select experts to participate in stakeholder meetings regarding Reservoir output and environmental impacts. Document stakeholder meetings and post outcomes. Incumbent shall be a subject matter expert related to infrastructure and environmental operations, financial and billing operations, and maintenance and compliance issues.</p>
25%	<p>As directed, maintain data, produce reports, charts, tables and other statistical analysis. Generates, reviews and distributes data quality assurance reports and supports efforts to ensure the Home is following established quality assurance procedures and is reporting as necessary to control agencies within specified timeframes. Abstracts, synthesizes and critically evaluates data and literature to make recommendations for systemic improvements, developing prevention programs and writing budget change proposals related to Rector Reservoir and associated water systems. Work collaboratively with CalVet Budgets in regards to billing processes and rate structure determination.</p>
10%	<p>Respond to California Public Records Act requests regarding the Reservoir. Develop fact sheets and informational briefings regarding the Reservoir for distribution to and presentation to a variety of audiences.</p>

NON-ESSENTIAL FUNCTIONS

5%

Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff, provide verbal information; listen to reports from the staff on the ward regarding resident's condition					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the Home and various units			x		
SITTING: Work station; meetings; training.			x		
STANDING: Making rounds in the facility.		X			
BALANCING: Step stools and Ladders		X			
CONCENTRATING: Review documentation for accuracy; complete forms; research laws, rules and processes.					X
COMPREHENSION: Understand policies and procedures as it relates to Standards Compliance. Understand laws, rules, policies and procedures of the department.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:			x		
LIFTING 10-25 LBS:		X			
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.				X	
REACHING: : Answer telephone; use a mouse; retrieve documents from printer				X	
CARRYING: Transport documents				X	
CLIMBING: Stairs; ladders			X		
BENDING AT WAIST: Use copier; access low file drawers;			X		
KNEELING: Access low file drawers; receive items off the dock surface; conducting inventory.			X		
PUSHING OR PULLING: Open and close file drawers		X			
HANDLING: Sort and distribute paperwork.				X	
DRIVING: special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copier; printer; scanner; fax machine.					X
WORKING INDOORS: Enclosed office environment.				X	
WORKING OUTDOORS: special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____